How to create a WeVideo video using uploaded media
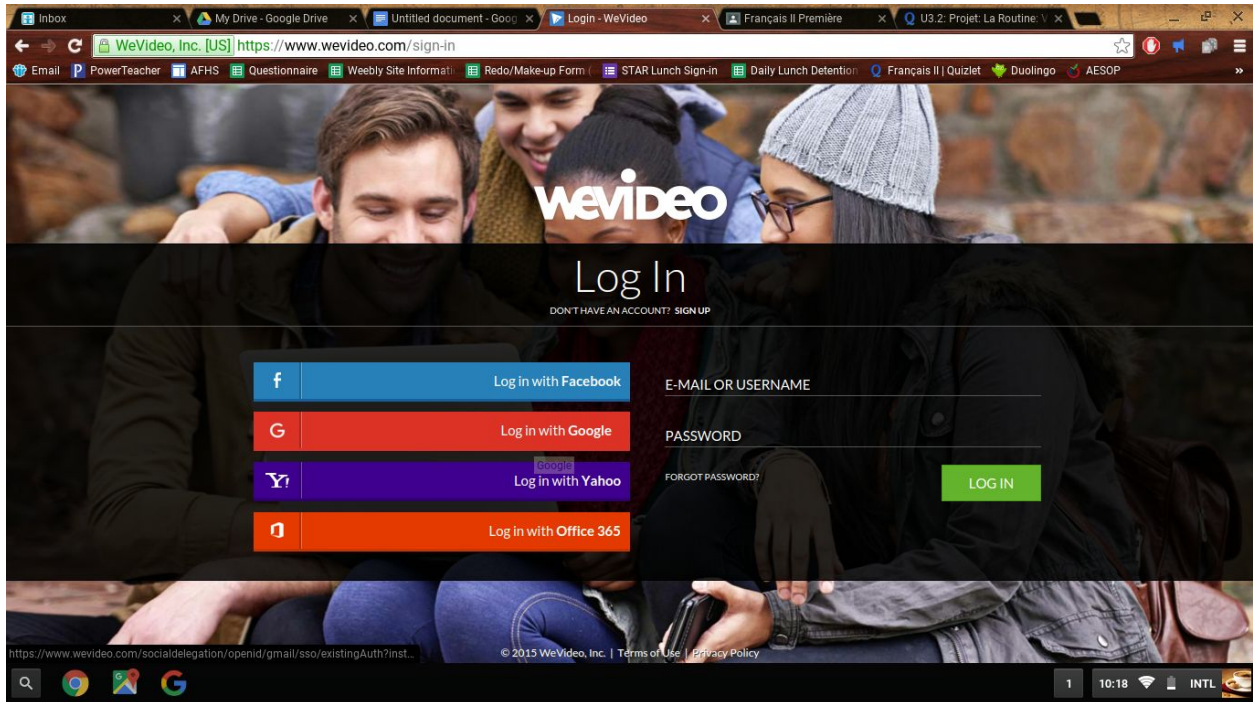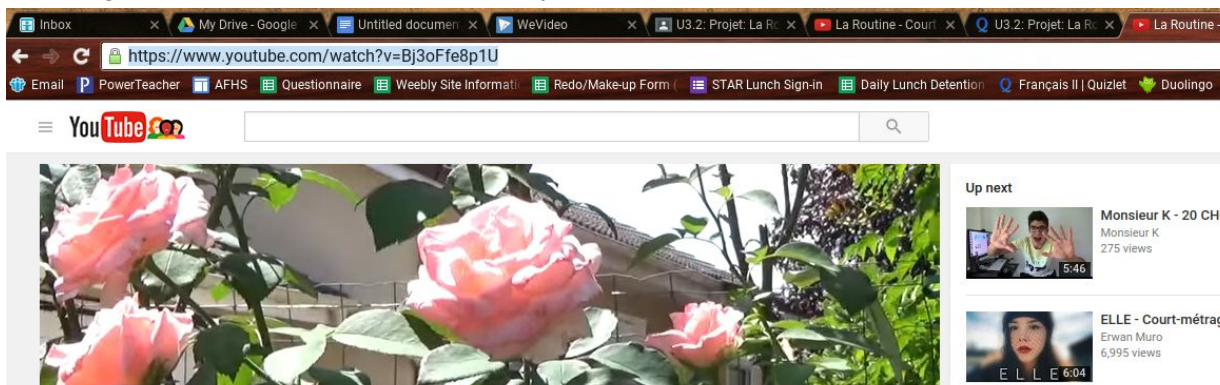
HOW TO UPLOAD MEDIA
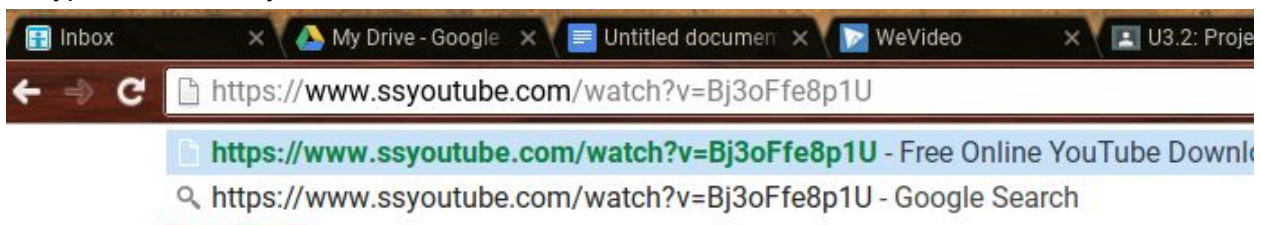1. Go to wevideo.com and log in with Google, using your Wake County login ID (the same as your Google Classroom login).
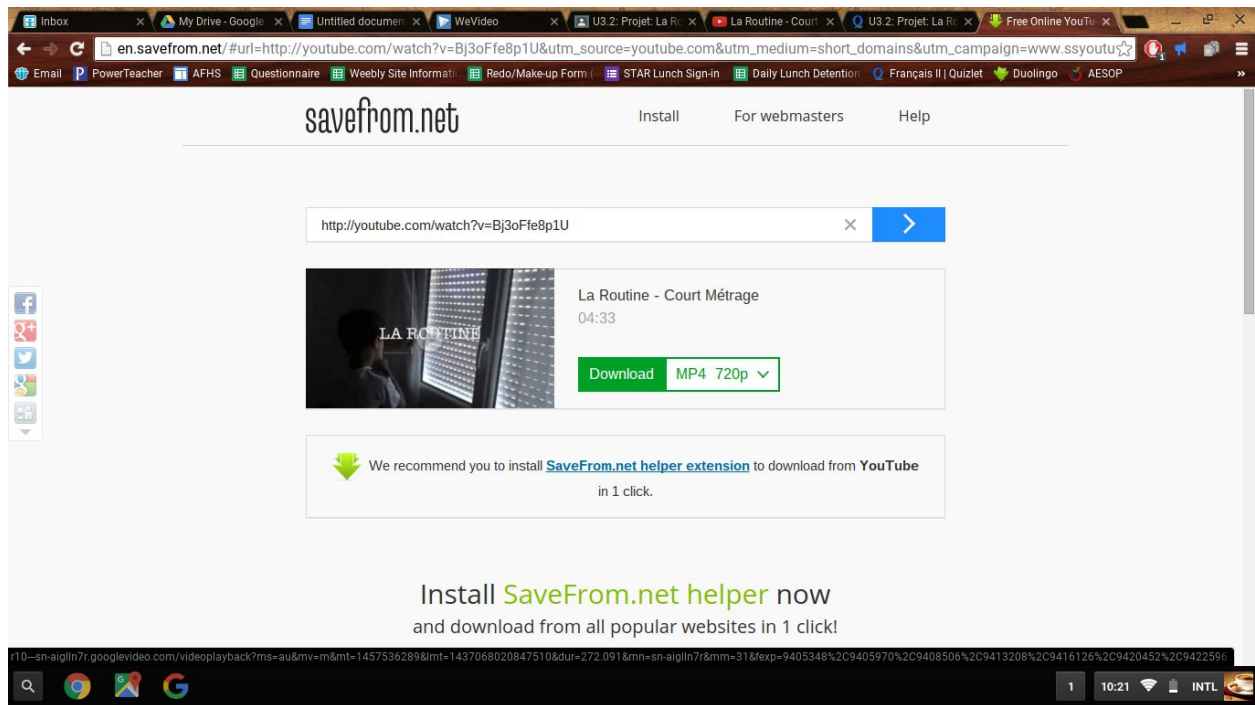

2. Download the video from Google Classroom to your computer by going to the video, then selecting the URL in the box at the top of your browser window.

3. Type "ss" before "youtube" in the URL, then click enter.

4. You will come to a page that looks like this. Click "Download" and your video will be downloaded to your "Downloads" folder on your computer.
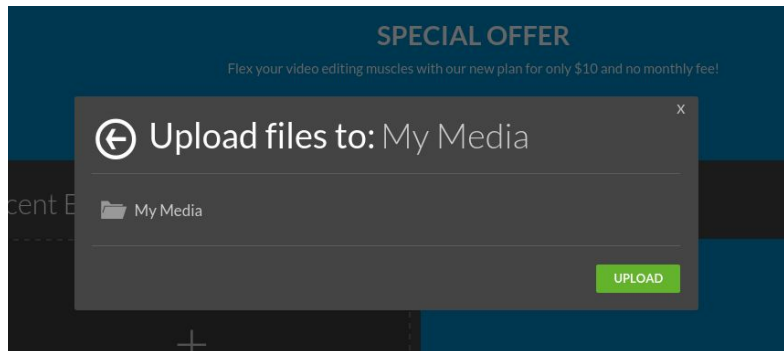

5. Go back to WeVideo, and select the green "UPLOAD" button in the top-right corner of the screen.
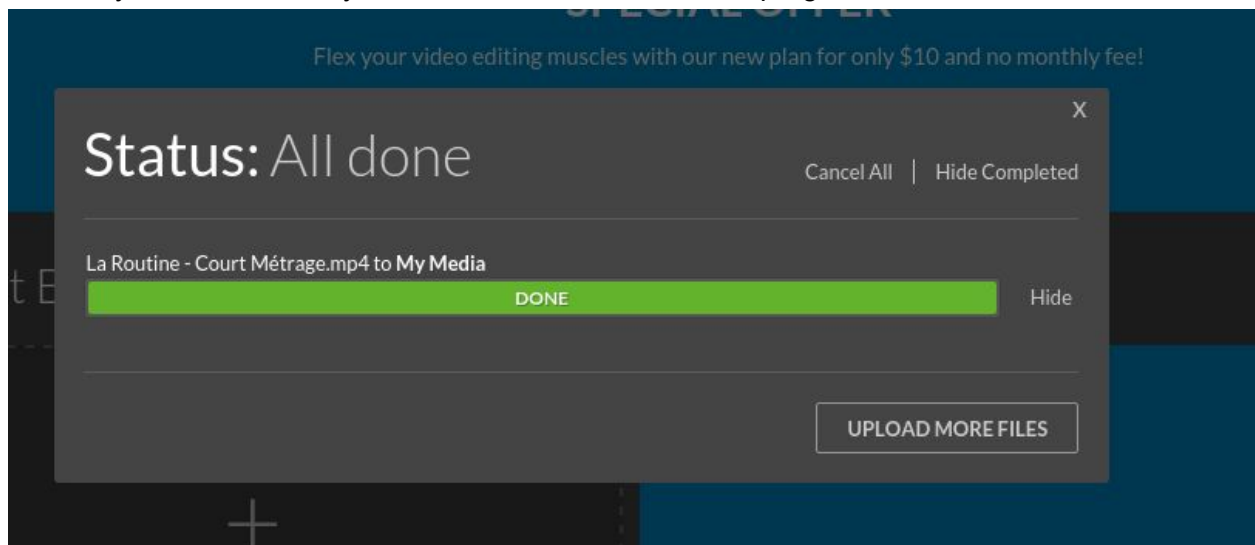

6. Click "Browse to Select," then find and select the video you downloaded to the computer. When you have selected the video, click "Open" or "Select."
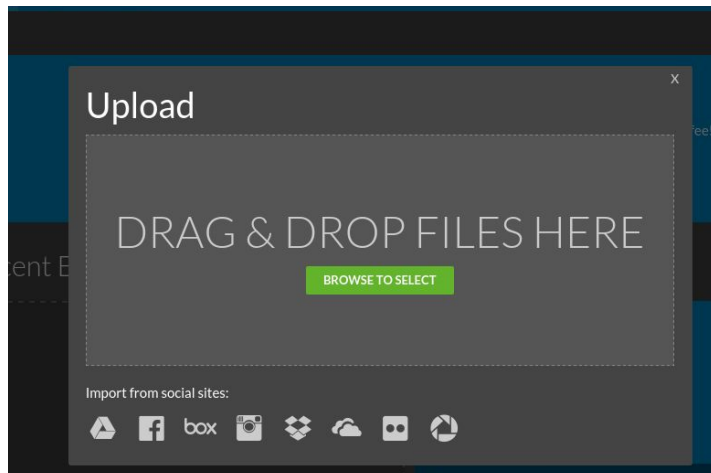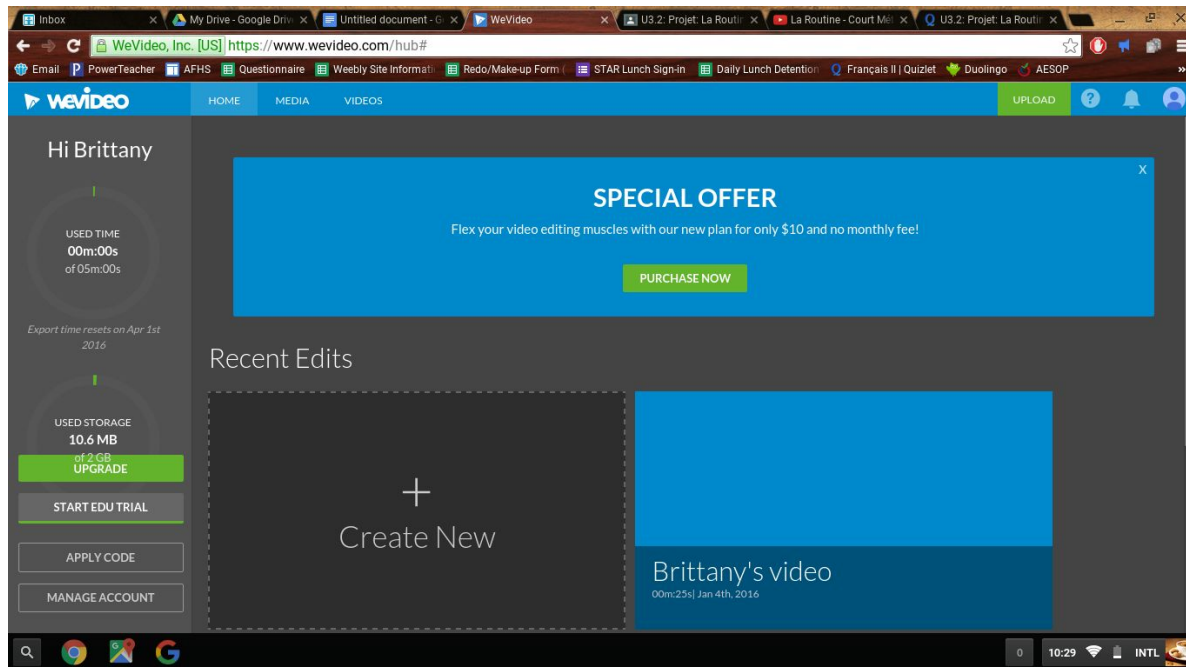
7. Click UPLOAD, then wait for the video to upload to WeVideo.

8. Once you see this box, you can click on the "X" in the top-right corner of the box.

9. Click "Create New" and give the editor some time to load.

10. Near the top-middle of the page, you will see all of your "Uploaded Media," including the video that you just uploaded. Find the video you just uploaded and click "add," it will pop up in the space below the media.
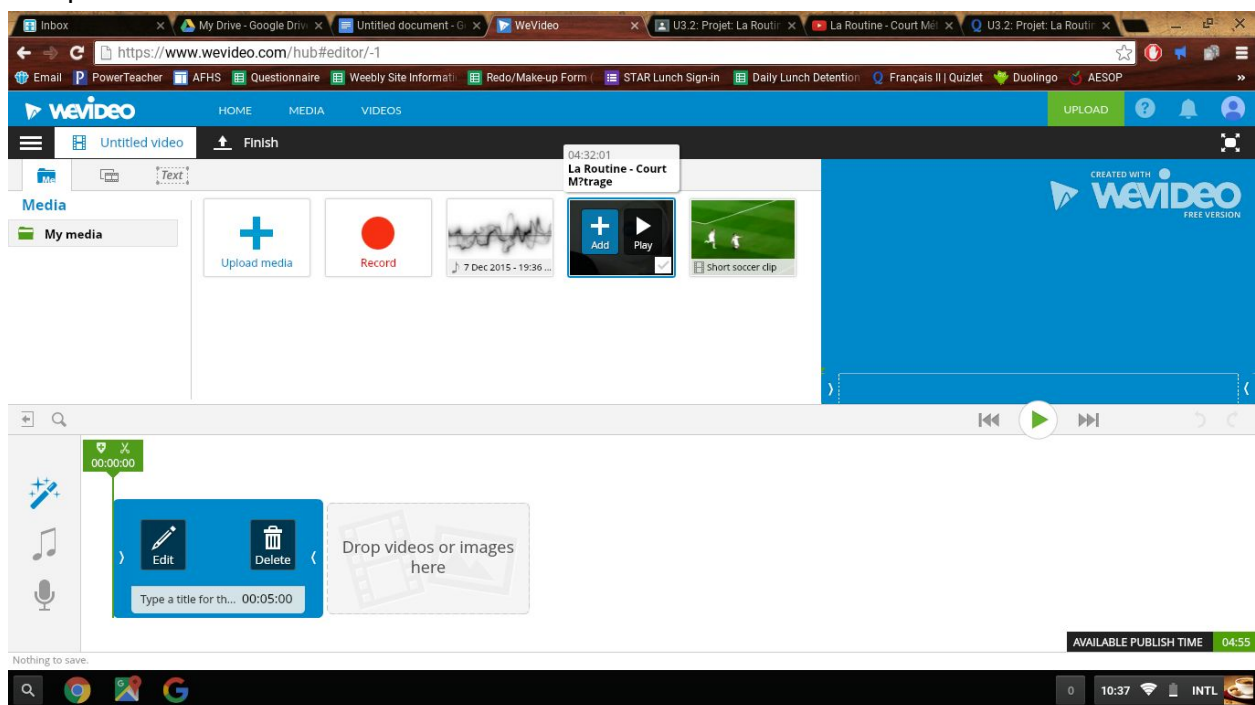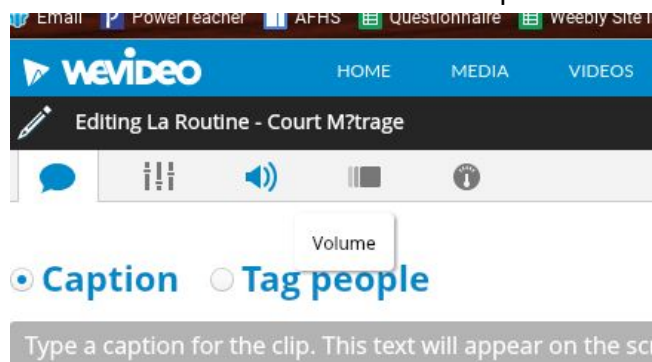

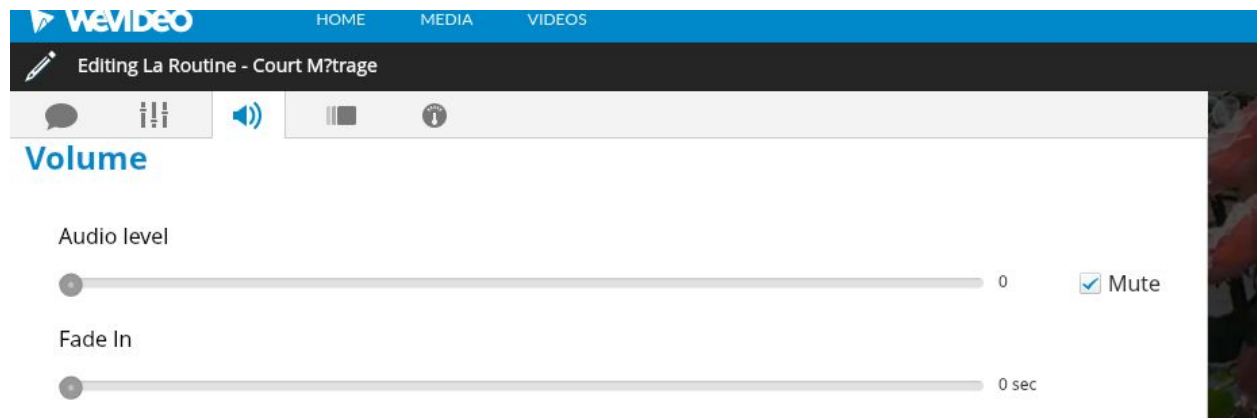**TO TURN OFF THE SOUND ON THE VIDEO:**

1. When you have added the media to the editing space at the bottom of the screen, click on "Edit"
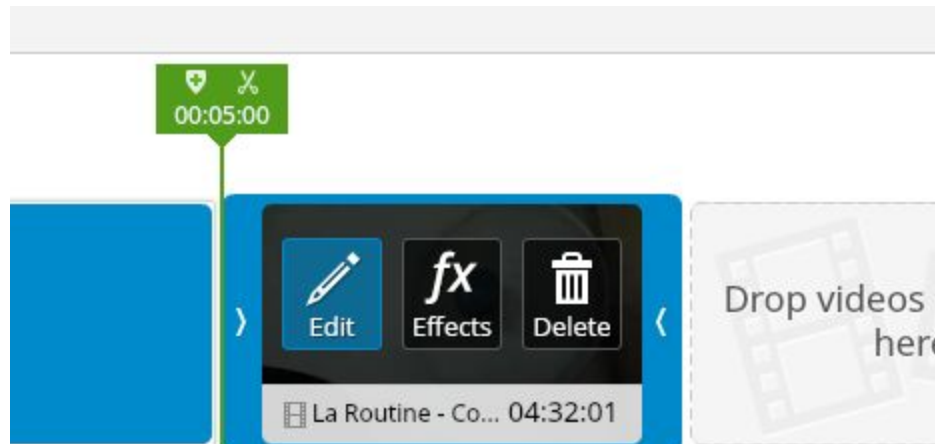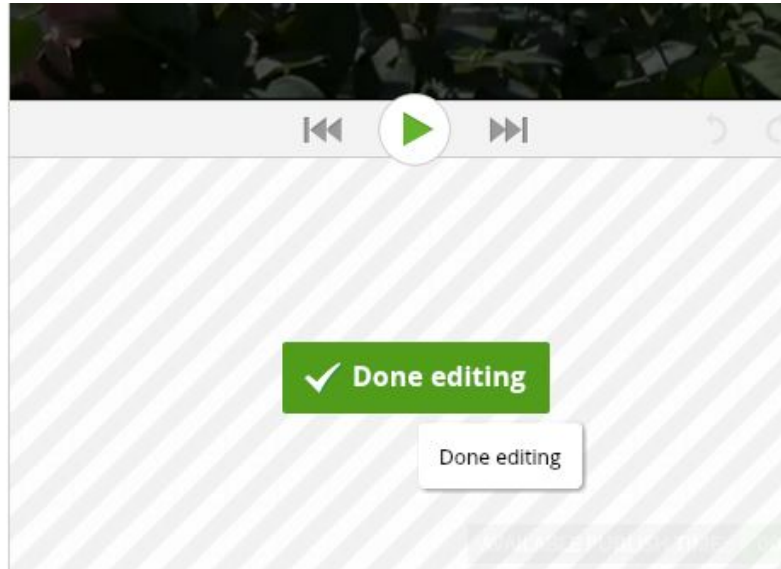
2. Select the "Volume" button at the top of the screen.

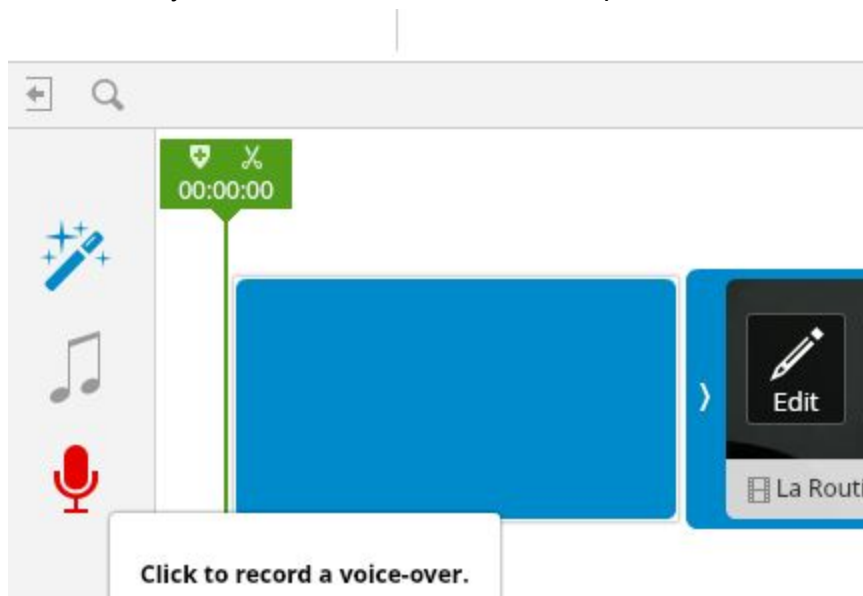3. Click "mute" on the Audio Level to mute the audio that is on the video.

4. Make sure to click "Done Editing" in the bottom-right corner of the screen.

TO RECORD A VOICEOVER
1. To record your voiceover, click on the microphone in the bottom-left corner of the screen.

2. Make sure that your microphone has been allowed. On the school computers, also check the microphone key (F4) and make sure that the orange light is OFF, otherwise your microphone is muted.

3. Select "Preview while recording" to watch the video as you record. Click on the microphone to begin recording. Remember to click "allow" if any dialogue boxes pop up in order to give access to your microphone.
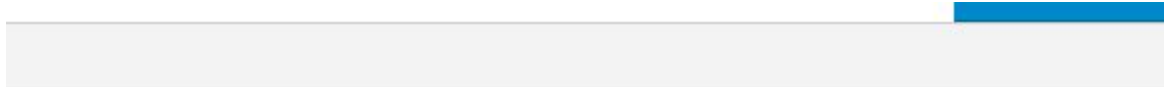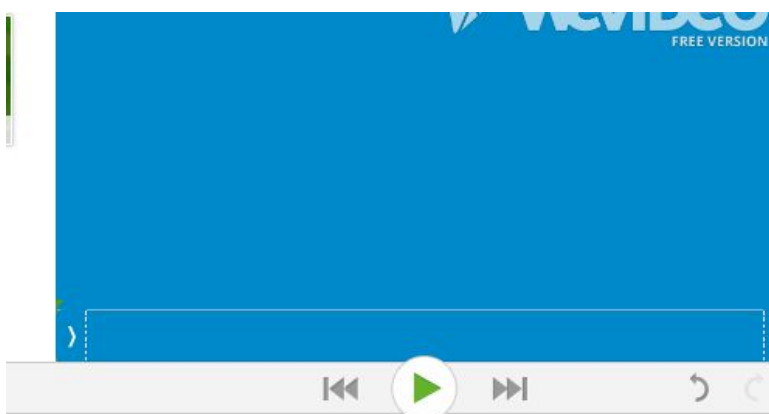
☑ Preview while recording
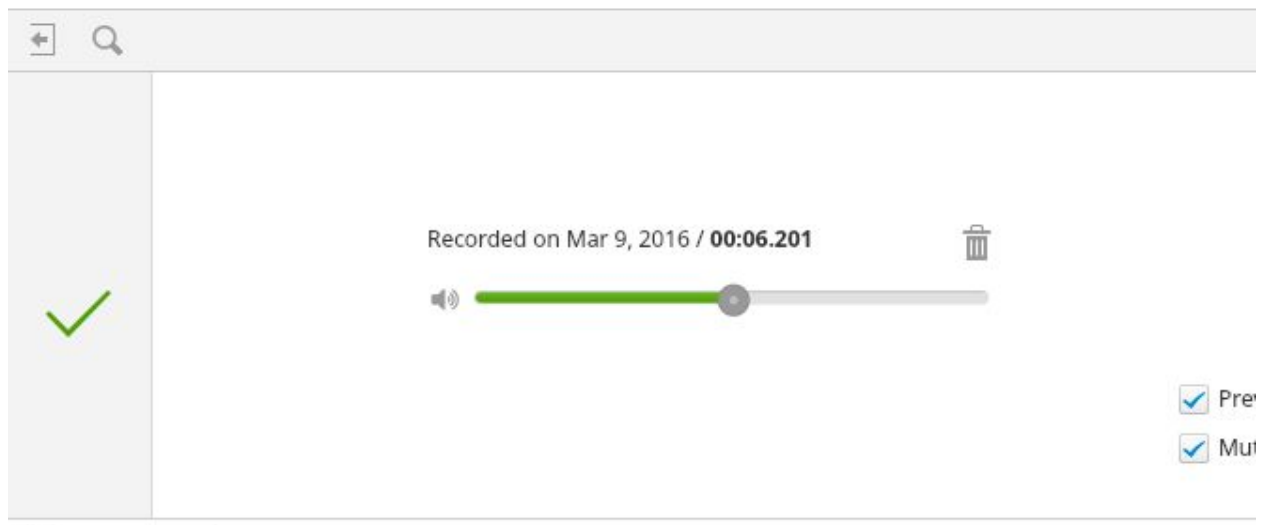☑ Mute audio

4. Click on the square to stop your recording.

00:04.715

5. You can preview your recording by clicking the triangle underneath the video in the top-right corner.
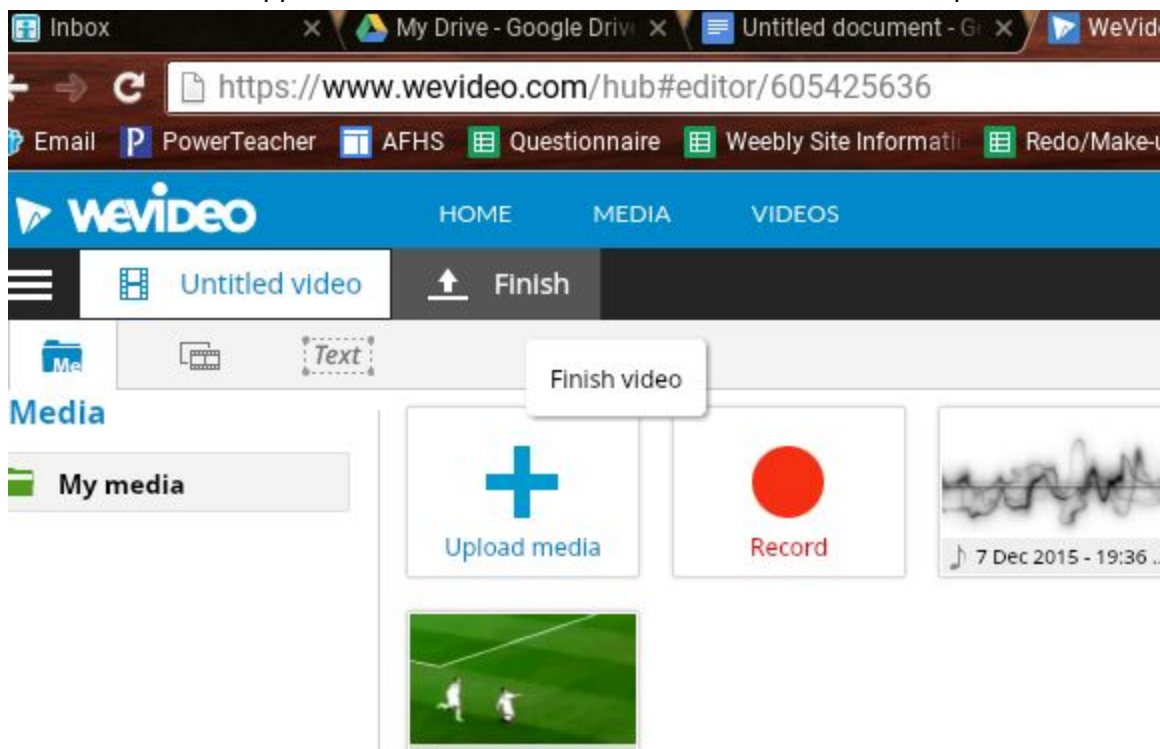

FREE VERSION

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6. When you are satisfied with your recording, click on the green check to the left of the recording space.

7. The recording will save to the server. Give some time for this to happen.
8. When this has happened, click the "Finish" button in the menu at the top of the screen.

9. Give your video a title, then click "Set."
10. You will come to this screen. Select the first destination, WeVideo. Select one of the free options for Quality. Then click "Finish video." It may take a while to save.
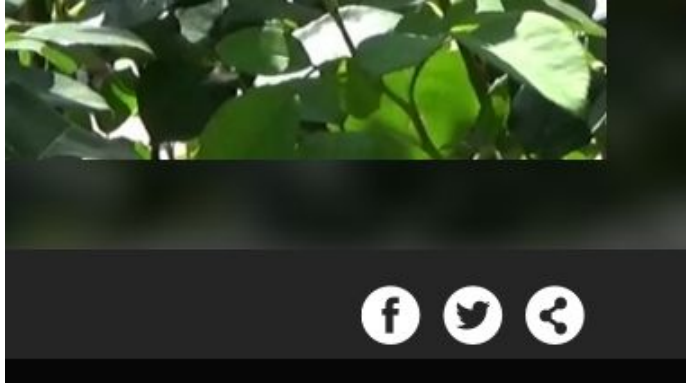
11. When you get to this screen and the bar is completely green, your video has successfully exported. To get the link to your video, click on the "Watch this video" link below the green bar.
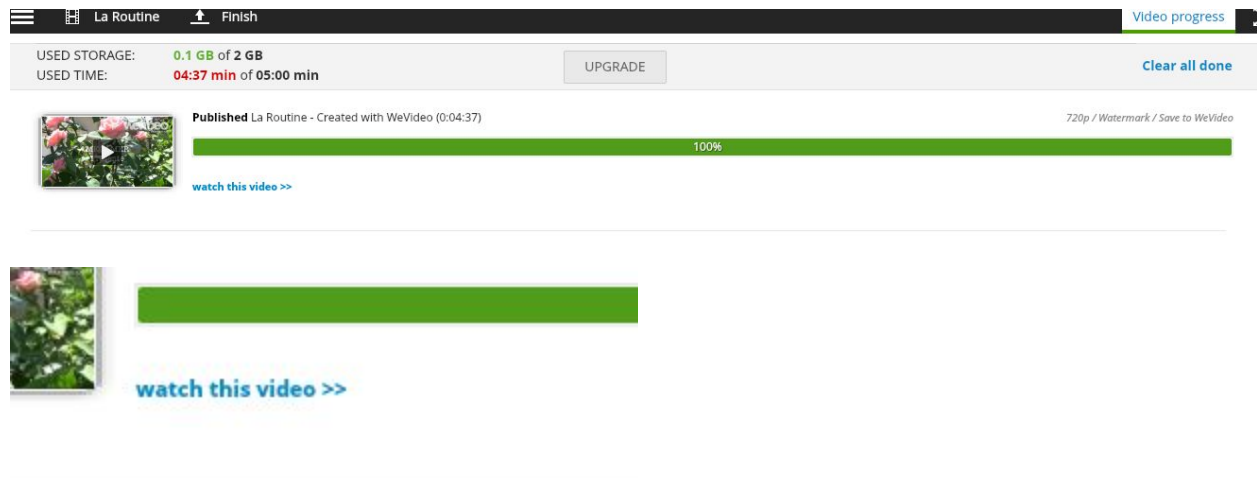
12. You will come to a screen like this.
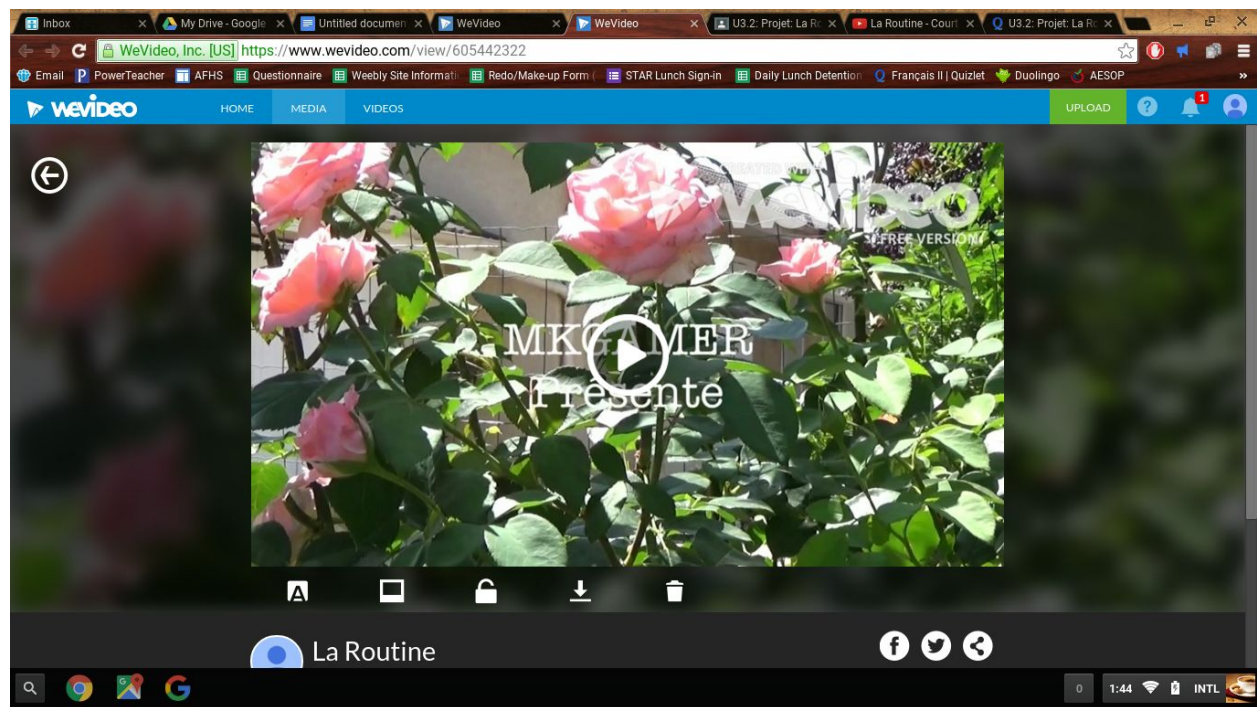
13. Click on the unfinished triangle button in the bottom right corner, next to the Twitter icon.

14. Copy both the link and the embed code and attach them to the Google Classroom document, either on a new document or in the "comment" space.